

**761—400.3 (321) Application for certificate of title or registration for a vehicle.**

**400.3(1) *Application form.*** To apply for a certificate of title or registration for a vehicle, the owner of the vehicle shall complete an application form prescribed by the department. Application shall be made in accordance with Iowa Code chapter 321, these rules, and other applicable provisions of law.

**400.3(2) *Full legal name.*** Full legal names shall be given on the application. Civilian or military titles and nicknames shall not be used.

**400.3(3) *Information about owner, lessee and primary user.***

*a.* Iowa Code sections 321.20 and 321.109 list the information that must be disclosed by the owner, lessee and primary user on the application.

*b.* A firm, association, corporation, or trust that is not required to have a federal employer identification number shall disclose the social security number, Iowa driver's license number or Iowa nonoperator's identification card number of an authorized representative of the firm, association, corporation, or trust. The authorized representative of a trust is the trustee unless otherwise specified in the trust agreement or the certification of trust as defined in Iowa Code section 633A.4604.

**400.3(4) *Plate number and validation number.*** If the owner has registration plates that have been assigned to the owner and affixed to the vehicle, the owner shall list the plate number on the application form. The validation number from the validation sticker shall also be listed.

**400.3(5) *Birth or registration month.*** If the vehicle is owned by one individual, the individual's month of birth shall be listed on the application form and shall determine the registration year. If the vehicle is owned by two or three individuals, the month of birth of one of the individuals shall be listed and shall determine the registration year. If the vehicle is owned by a partnership, corporation, association, or governmental subdivision, the birth or registration month shall be left blank on the application; the county treasurer shall determine the month of registration.

**400.3(6) *Model year.*** The application shall include the model year of the vehicle.

**400.3(7) *Purchase information.*** The application shall include the date of purchase or acquisition and, if the vehicle was not purchased from a dealer, the purchase price.

**400.3(8) *Vehicle color.*** The application shall include the vehicle color.

**400.3(9) *Foreign registered vehicle.*** If the vehicle is registered in a foreign jurisdiction, the application shall include the date the vehicle was brought into Iowa.

**400.3(10) *Signature of applicant.*** The owner shall sign the application form in ink.

**400.3(11) *Dealer certification.***

*a.* If the vehicle is a new vehicle which has been sold to the owner by a dealer, as defined in Iowa Code section 321.1, the dealer shall certify the following on the application form: sale price of the vehicle, the amounts allowed for property traded-in, nontaxable charges and rebates, the tax price of the vehicle, the date that a "Registration Applied For" card was issued, and the registration fee collected.

*b.* The certification shall include the dealer's number and name and shall be signed by the dealer or an authorized representative of the dealer.

**400.3(12) *Weigh ticket.*** If application is being made to lower the tonnage on any motor truck, bus or truck tractor, the county treasurer may require a copy of a stamped weigh ticket issued by any public scale.

**400.3(13) *Credits.*** See rule 400.60(321) for:

Credit for unexpired registration fee.

Credit for transfer to spouse, parent or child.

Credit from/to proportional registration.

Assignment of credit and registration plates from lessor to lessee.

**400.3(14) *Leased vehicle.*** As required by Iowa Code section 423.7A, the lessor shall list the lease price of the vehicle on the application form.

**400.3(15) *Affidavit of correction.*** As provided in Iowa Code section 321.23A, the county treasurer or the department may accept an affidavit of correction on a form prescribed by the department.

*a.* The affidavit may be used only to correct those errors, erasures or alterations listed on the affidavit.

- b.* The affidavit must contain the signatures of all parties to the original error, erasure or alteration.
- c.* Only an original, notarized affidavit shall be accepted.
- d.* The affidavit must be surrendered with the document that contains the error, erasure or alteration to be corrected.
- e.* The affidavit may be accepted to correct errors, erasures or alterations on either an Iowa title or a foreign title.

This rule is intended to implement Iowa Code sections 321.1, 321.8, 321.20, 321.23 to 321.26, 321.31, 321.34, 321.46, 321.109, 321.122 and 423.7A.

[ARC 9048B, IAB 9/8/10, effective 10/13/10]